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Approved For Release 2002/05/08 : CIA-RDP78-05054A000100010006-1

AGENCY PROCEDURES AND PRACTICES
FOR ENSURING COMPLIANCE WITH
GOVERNMENT CONTRACTING POLICIES

The Agency has adopted a number of procedures and practices to ensure that the expenditure of Government funds for the acquisition of its supplies, equipments, and services is carried out in accordance with Federal procurement policies and regulations and the products acquired are of the highest quality, cost and other factors considered. The following are a number of procedures, including checks and balances, employed in Agency procurements.

Prior to Contract Award

- a. New contractors required to submit information form on capabilities, products, and financial condition (Form 3204 attached).
- b. Onsite survey conducted by technical officers to assess capabilities, facilities, experience, and past performance and products of contractors.
- c. Security officers conduct onsite survey of contractors' physical and personal security, provide security clearances and briefings, and develop security plan for all classified contracts.
- d. Auditors conduct an onsite survey of contractors' financial condition and accounting practices and procedures.
- e. Procurement officers evaluate foregoing and determine source acceptability.
- f. Sole source selections must have sound technical evaluations and contracting officer certification by a determination and findings.

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g. Wherever feasible, competitive proposals are solicited and are subject to technical and cost evaluations by engineers, procurement officers, and auditors.

h. All contracts are reviewed by General Counsel for legality and compliance with Agency procurement regulations and Government laws.

i. Contracts for R&D in excess of \$150,000 and overruns in excess of \$22,000 and exceed 15 percent of original estimated cost are reviewed by the Agency Contract Review Board.

Post Contract Award

a. Technical officers submit inspection reports on contractors' progress every 60 days. Generally monitored by on-site visits. Computer system input must be made from report to ensure payment to contractor.

b. Contracting officers make administrative visits periodically.

c. Auditors conduct interim audits of all auditable contracts once a year. Contractor and schedule are computer listed.

d. Security officers conduct onsite reinspection trips of all active contractors at least once each year.

e. Contracts contain Armed Services Procurement Regulation clauses, many of which are self-executing at time of contract execution when contractor certifies that he is in and will continue to comply with the labor laws, equal opportunity laws, socioeconomic laws, and regulations; i.e., veteran hiring preference, small business, etc.

f. Contractors required to conduct annual inventory of all Government property and submit accountability listing which is reviewed and approved by auditor and contracting officer.

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g. All end items are inspected and accepted by Agency personnel in accordance with the terms and conditions of the contract.

h. All payments to the contractor must be in accordance with the terms and conditions of the contract and certified by an appropriate Agency finance officer.

i. Contract completions and closings are accompanied by final audit, accounting for all property and appropriate disposition, submission, and acceptance of final reports and statements required by the contract and obtaining a final release from the contractor, where appropriate.

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CONTRACTOR INFORMATION

FIRM NAME AND ADDRESS

TELEPHONE

COMPANY REPRESENTATIVE AND TITLE

AFFILIATES, IF ANY, OR PARENT COMPANY, IF ANY

NO. OF EMPLOYEES

GROSS BUSINESS FOR PRECEDING YEAR

BRIEF DESCRIPTION OF CAPABILITIES, PRODUCTS, AND SERVICES YOU BELIEVE TO BE OF INTEREST. (be brief but explicit and use additional page if necessary)

OTHER GOVERNMENT AGENCIES WITH WHICH YOU NOW HAVE OR HAVE HAD CONTRACTS

TYPE OF PRESENTATION YOU ARE PREPARED TO GIVE TO AGENCY REPRESENTATIVES

Date

Authorized Company Signature

NOTE: This form is for information purposes only and you will be contacted within a reasonable period after its submission.